



DEPARTMENT OF THE ARMY

104TH AREA SUPPORT GROUP

Unit 20193, Box 0001

APO AE 09165-0001

REPLY TO THE
ATTENTION OF

IAEU-HAN-PLS

4 April 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy (CP) 3-2, Disposal of Unclassified Documents

1. References:

- a. AR 380-5, Department of the Army Information Security Program, 20 September 2000.
- b. AR 530-1, Operations Security, 30 March 1995.
- c. Army Deputy Chief of Staff (G-3) memorandum, subject: Increasing Incidents of OPSEC Failures (S), 15 December 2003.

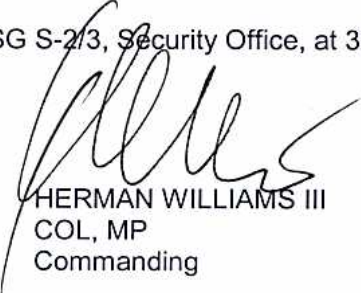
2. The United States is at war against terrorism and those individuals intent on gathering information about our resources and plans. Additionally, with the advent of the computer age and the reliance on credit cards, there is an rapidly growing crime known as identity theft. To improve the overall information and operational security posture throughout the 104th ASG and to ensure the protection of each and every assigned soldier and civilian, **ALL** documents, created or reproduced will be shredded before thrown into the waste receptacle.

3. This policy applies only to unclassified documents. Effective immediately, all Commanders and Directors will ensure that a "cross cut" shredder is available, within a reasonable distance, so that employees have the ability to shred **ALL** documents created and/or reproduced during the course of the daily operations which are no longer needed and considered "trash".

5. This policy places the 104th ASG in compliance with the Chief of Staff of the Army directive that: "All Army products (memos, briefings, etc.) should be destroyed in the classified trash. Nothing goes in the open trash that we develop as a part of our jobs."

4. Classified information, documents, materials and equipment will be destroyed in accordance with procedures established in AR 380-5.

5. The proponent for this policy is the ASG S-2/3, Security Office, at 323-2372.


HERMAN WILLIAMS III
COL, MP
Commanding

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